
Chapter 27: Executive Secretariat Records

Secretariat Staff**A270101 Secretariat Master File of Briefing Books, Fact Sheets, Visit and Conference Books**

Description: These records are books (generally loose leaf) prepared for the Secretary and other high level officials to provide them with the essential information they will need for meetings with foreign dignitaries and officials, attending international conferences and any important activity that involves the Secretary. Most of the material consists of copies of documents that are maintained in other official files, however there is some original documentation.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-81-6, item 1

A270102 Secretariat Memorandums

Description: This file, sometimes referred to as Principals Memorandums, consists of memorandums prepared by the Executive Secretary of the Department addressed to the Secretary and other high level officials. Memorandums to the Secretary from the Deputy Secretary and other high level officials thru the Executive Secretary. These records are primarily concerned with administrative matters, e.g., operating procedures, however some substantive matters are addressed.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: NC1-59-81-6, item 2

A270103 Secretaries Daily Summaries

Description: Consists of reports from all principals to the Secretary on significant activities in their areas. Includes copies of significant telegrams, White House actions, Principals signature record, and Appointment Schedule.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-81-6, item 3

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A270104 Current Foreign Relations (Master File)

Description: Bound volumes of briefs prepared by various bureaus in the Department of State as to foreign policy and events in their specific areas and sent to all U.S. Diplomatic Posts to aid the posts in keeping abreast of U.S. foreign policies and events of significant interest.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-81-6, item 4

A270105 Presidential and Secretary of State correspondence with Foreign Heads of State and Foreign Ministers

Description: Consists primarily of copies of telegrams, diplomatic notes, etc., most of which are in the Department's State Archival System.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives 30 years old in 5-year blocks.

DispAuthNo: NC1-59-81-6, item 6

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Operations Center**A270201 Evacuation and Relocation Policy and Procedures Files**

Description: Includes background and developmental work pertaining to the publication of regulations and handbooks, meeting documentation, general policy papers regarding evacuation.

Disposition: Retain Permanently.

DispAuthNo: NN-171-120, item 8

A270202 Emergency and Evacuation Country Plans

Description: Contains correspondence, reports and other documentation pertaining to a country's emergency and evacuation plan; and including a complete set of the current plan.

Disposition: Destroy when replaced by a new plan.

DispAuthNo: NN-171-120, item 9

A270203 Evacuation Files

Description: Telegrams, airgrams and reports concerning actual evacuations.

Disposition: Destroy when 10 years old.

DispAuthNo: NN-171-120, item 10

A270204 Safehaven Files

Description: Records documenting all aspects of the establishment of safehavens, coordination with the military and other affected organizations.

Disposition: Destroy when post determines to be of no further value as a safehaven post.

DispAuthNo: NN-171-120, item 11

A270205 General Subject Files

Description: Includes correspondence, reports and documents concerning all aspects of Evacuation and Relocation activities excluding those covered in Item 270201.

Disposition: Destroy when 5 years old.

DispAuthNo: NN-171-120, item 12

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A270206 Operation Center Watch Log

Description: Daily 24 hour log concerning all actions taken including requests for assistance, notification of Department Officers, White House or other agencies concerning incidents, events, etc.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-81-6, item 5

Information Management Center**A270301 Secretariat Automated Data Index System (SADI) (SA)**

Description: SADI Index Master-This on-line series is a document locator and control data base for the principal records of the Office of the Executive Secretariat. It provides index records describing the contents, location and action status of documents addressed to the Secretary of State.

Disposition: Permanent. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives with the microfilmed documents of the Office of the Executive Secretariat to which they relate.

DispAuthNo: NC1-59-83-4, item 31
